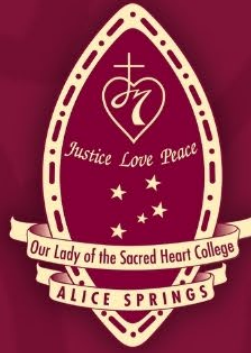


Justice Love Peace



# Our Lady of the Sacred Heart Catholic College

ALICE SPRINGS



CRICOS Provider 02598D

## Parent Handbook 2026

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# GENERAL INFORMATION

**Postal Address:**

P.O. Box 2508, Alice Springs  
Northern Territory 0871

**Website:**

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**Phone:**

08 8950 6400

**Principal:**

Mrs Julia Wake

**Catholic Education Centre:**

Director, Mr Paul Greaves  
P.O. Box 219  
Berrimah, NT 0828  
08 8984 1400

**Presbytery:**

Fr Prakash Menezes SVD  
4 Hartley Street  
P.O. Box 9  
Alice Springs, NT 0871  
08 8952 1049

**Central Administration:****Principal's PA & College Secretary****International Student Officer:**

Ms Tracey Bainbridge  
08 8950 6409

**Media/Promotions/Publications****Officer:**

Ms Zoe Quintieri  
0480 550 166

**Business Operations Manager:**

Mr Ian Clarke  
0439 815 052

**Business Finance Manager:**

Mrs Emma Ahmed  
08 8950 6403

**Campus Locations:****Central Administration:**

95 Sadaeen Road

**Transition to Year 4:**

9 Bath Street - 08 8950 8616

**Year 5 to Year 8:**

8 Traeger Avenue - 08 8950 8511

**Year 9 to Year 12:**

95 Sadadeen Road - 08 8950 7315

**Heads of Campus:**

Bath Street Campus: Ms Rebecca Scollen

Traeger Campus: Ms Eliza Boulton

Sadadeen Campus: Mr Innocent Madamombe

# WELCOME

Thank you for enrolling your child at Our Lady of the Sacred Heart Catholic College, Alice Springs.

At OLSH, we focus specifically on the holistic nature of our College. It includes the strategic development of the spiritual, academic, social, and physical needs of every student. By expanding our vision to these particular spheres, we believe we can develop a young person who is balanced, well rounded and able to face an increasingly complex and changing world.

OLSH is a hidden jewel. It has evolved through the vision of the Marist Brothers and provides a first-class education as the only Catholic school in Alice Springs. We provide a stimulating educational programme with an emphasis on literacy and numeracy, an excellent range of activities to celebrate the cultural and sporting heritage of Australia.

The extension of our school is our parents. We are not just a school; we are a community. We value your input and support. Together we can teach our children to be well grounded in their spirituality, independent and able to make wise decisions based on Christian values, with resilience to deal with the intricacies of modern day life.

The Parent Handbook briefly outlines the history of the College and our ethos. Please read this carefully and I invite any queries you may have. You are also invited to visit our College website [www.olshalice.catholic.edu.au](http://www.olshalice.catholic.edu.au)

Again, many thanks for your interest in our College.

Yours Faithfully,

Julia Wake  
**Principal**

# OUR STORY

The hopes and aspirations of two French priests during the nineteenth century in Southern France seem a world apart from the modern day needs of young people in Australia, and yet their vision, faith, and hard work, are the basis of our Catholic educational system in Alice Springs.

Saint Marcellin Champagnat, Founder of the Marist Brothers in 1817, was part of a group of priests who had a dream for a Society of Mary, encompassing priests, brothers and sisters. Different Marist Orders were eventually founded, with similar ideals, but for a variety of reasons, the priests, brothers and sisters have been administered quite separately, from their earliest days.

In 1874, Fr. Jules Chevalier founded a group of Sisters, the Daughters of Our Lady of the Sacred Heart (FDNSC), to spread devotion to Mary. These Sisters have a mission in the Church to make known the love of God which is revealed in the Heart of Jesus, in union with his mother, Mary.

With missionary pursuits and education being the main focus of these French Religious Orders, they soon ventured to Oceania and started their important work in the new colony, Australia.

The Missionaries of the Sacred Heart and the Daughters of Our Lady of the Sacred Heart have provided the backbone of Catholic parishes and schools in the Northern Territory, over the past century, while the Marist Brothers came to the Diocese of Darwin in the mid 1970's.

In 1854, Father Jules Chevalier formed the Missionaries of the Sacred Heart (MSC), only thirty seven years after Father Marcellin Champagnat had brought the first Marist Brothers together. Both priests had a great love for Mary, the Mother of God, and their devotion to this very special lady, forms the heart of the spirituality of these religious orders.

The Parish of Alice Springs, administered by the Missionaries of the Sacred Heart, was established in 1929. The Catholic Primary School, in Bath Street, was commenced in 1938, staffed by the Daughters of Our Lady of the Sacred Heart.

The Parish has strongly supported Catholic education throughout the intervening years. The Primary school eventually expanded to two sites in 1992, with the second campus at Traeger Park. Following discussions in the parish during 1980, the Marist Brothers were invited to administer the junior co-educational secondary school, Catholic High School, which opened in 1983. In 1994 the High School took on senior classes (Years 11 and 12).

At the beginning of 1995 Bishop Ted Collins announced that OLSH Primary School and Catholic High School would combine to become one College by the beginning of the 1997 school year. He noted that the decision offers the opportunity to maximize Catholic resources and to better prepare the students for the future. Ironically, as fate would have it, the first classes of the secondary school, back in 1983, were actually held at the Parish Centre, alongside the Bath Street Campus.

The visions of Chevalier and Champagnat are now harmoniously linked at OLSH Catholic College. The College has moved on to an exciting future, blessed by a rich past steeped in the Marial tradition, moulded in that unique Central Australian way. May Our Lady of the Sacred Heart Catholic College continue to honour Mary in a special way and provide a special learning environment for the youth of Alice Springs.

# COLLEGE VISION STATEMENT

## JUSTICE | LOVE | PEACE

Our Lady of the Sacred Heart Catholic College is a Catholic faith community where the Gospel values of Justice, Love and Peace permeate all that we do. Our vision for OLSH is to

- foster a safe and friendly environment where everyone is valued and accepted;
- nurture the whole person, emphasizing honesty, mutual respect, compassion and tolerance;
- educate students to act responsibly and courageously;
- develop leadership and encourage initiative;
- promote excellence in all areas of education and a life-long love of learning.



## COLLEGE CREST



Our College crest is rich in symbol and tradition. The shield is an image used by many cultures as a symbol of protection. This shield unifies and protects our community of Our Lady of the Sacred Heart Catholic College. The decoration surrounding the shield incorporates elements commonly found in the marks made by desert Aborigines. This acknowledges the Indigenous culture of our land.

The scrolls hold the name and location of our College. This is our identity - it is who we are and where we belong. These scrolls proudly fold around the base of the shield embracing our College motto of Justice, Love and Peace. These three words summarize the message of the kingdom Jesus came to preach. Without justice, motivated by love, there can be no real peace.

Our Lady of the Sacred Heart Catholic College is steeped in the Marial tradition. The love of Mary, the Mother of God, forms the heart of the spirituality of the Marist Brothers and the Daughters of Our Lady of the Sacred Heart. The Cross and the M represents the gospel story of Mary standing at the foot of the cross. Both religious orders use this gospel reading on their feast days. The heart reminds us of our Christian mission in Central Australia to be the heart of Christ to all.



## OUR SCHOOL PRAYER

This is our school let peace dwell here.

Let the rooms be filled with content.

Let love abide.

Let there be among us

Care of all people,

Love of one another

And love of life itself.

Let us remember,

That as many hands build a house,

So many hearts make a school.

God Bless our School.

May the Sacred Heart of Jesus

Be everywhere Loved!

**Our Lady of the Sacred Heart**

Pray for us.

**St Marcellin Champagnat**

Pray for us.

**And let us always remember**

To pray for one another.

## **1.0 ADMINISTRATION**

The administration of Our Lady of the Sacred Heart Catholic College resides in different ways with:

- The Bishop of Darwin,
- The Director of Catholic Education, the Catholic Education Office, and the Diocesan Education Council,
- The Marist Brothers,
- The Principal,
- The College Advisory Board,
- The Parish of Alice Springs.

### **1.1 PRINCIPAL**

The Principal is the educational leader of the whole College community and cares for the good of each individual student, the staff members and the families.

The Principal is responsible for the religious, educational and behavioral goals of the College, and for upholding the highest standards. The Principal selects and appoints the College staff. The Principal seeks staff and community consensus regarding curriculum, College policy, organisation, student welfare, and administration. The Principal is responsible for communication within the College community, the church authorities, and with the wider community.

The Principal has the final responsibility for decision-making in matters concerning the management of the College as a whole and in matters affecting people within the College. In all policy and financial matters, the Principal is advised by the College Advisory Board.

### **1.2 HEAD OF CAMPUS**

The Head of Campus replaces the Principal when necessary and appropriate. In general, the Head of Campus oversees the day to day running of the campus, time tabling, staff relief, subject choices, discipline, uniform, curriculum allocations and student participation in College activities. In consultation with the Principal, the Head of Campus is responsible for the care and use of the Campus facilities, the induction and allocation of students to classes, the pastoral care program, and the delivery of the curriculum.

### **1.3 EXECUTIVE TEAM**

The College Executive Team assists the Principal on all matters relating to forward planning, as well as the effective and efficient day-to-day operation of the college. This leadership team consists of the Principal, the Heads of Campus, and the Director of Teaching and Learning.

### **1.4 OTHER PERSONNEL**

Curriculum Coordinators, Year Level Coordinators, Leaders of Learning, Homeroom teachers, classroom teachers and auxiliary personnel on site have their special contribution to make to the College and are consulted concerning policy matters where appropriate.

The College is fortunate to have the services of trained counsellors. The counsellors are available to meet with students and/or parents, either at College or outside of College. Appointments are usually made through the Campus Reception.

## **1.5 PARENTAL PARTNERSHIP**

Parents are strongly encouraged to involve themselves in the life of the College; be it in the classroom learning program at primary level or more formal areas such as membership of the College Advisory Board or the Parents and Friends group.

### **1.5.1 PARENT - TEACHER COMMUNICATION**

- Parent contact with the College is strongly encouraged and we look for different ways to do this.
- We would hope that parents visit the College, whether to look over the campus or to meet the teachers, to help in the canteen or in other ways (Parents are also welcome to show visitors around the College, but please inform the Campus Receptionist beforehand.)
- While the Principal is always available to meet with parents, everyday concerns and problems are best dealt with at the most appropriate level. In most cases this is the homeroom or subject teacher. After this, the Year Level Coordinator or Leader of Learning may be involved or the Head of Campus. To avoid unnecessary waiting time it is advisable to make an appointment for all meetings.

All students are issued with a Student Diary at the beginning of the College year. As well as recording homework and coming events, it is an excellent method of brief communication between parent and teacher. Parents are requested to sign the organiser each week. For more urgent or serious concerns or questions, a phone call or visit to the College may be appropriate.

### **1.5.2 CODE OF CONDUCT**

Please refer to the Student Diary. Parents and students are required to read and sign the document in the Student Diary.

While informal parent/teacher contact is desirable and encouraged, we also have more formal meetings and interview evenings. Parent/Teacher/Student exchange evenings: There are Parent/Teacher/Student information evenings in Terms one and three. We urge all parents to take these opportunities to ask questions and discuss the development of your son or daughter. These evenings are not just for the parents of students experiencing difficulties, but to assist the growth and development of each student. Remember, concerns and worries are best dealt with as soon as possible after they arise. Do not hesitate in contacting the homeroom teacher, or any member of staff.

## **1.6 NEWSLETTER**

A newsletter to parents/guardians is distributed digitally or if requested in hardcopy through the youngest student in each family, week 3, 6 and 9. It is also available as a download on the College Website: <http://www.olshalice.catholic.edu.au/>.

## **1.7 COLLEGE ADVISORY BOARD**

The College Advisory Board has been established to advise the Principal on policy matters, in strategic planning for the College, in procedures and controls and in College finances. Elections for parent representatives on the Advisory Board are held annually.

## **2.0 ENROLMENTS**

Enrolment forms are available from the College campus offices or on the College website. Enrolment interviews are normally conducted by the Head of Campus for Transition to Year 12 students. The Principal does family/multiple enrolments. Parents are requested to make specific commitments to the College and to support the religious education program and College ethos. The enrolment fee of \$250 must be paid before an enrolment interview can take place.

### **2.01 TRANSITION ENROLMENTS**

There is one intake into Transition in January each year. Children who are five years of age by 30 June may qualify for enrolment. The progress of the children at this level is monitored closely as they begin their academic journey. A parent meeting is arranged for Transition parents to explain what is expected of Transition students and to help parents as they prepare their child for this journey.

### **2.1 TUITION FEES**

The College Advisory Board assists the Principal in setting the tuition fees, in consultation with the Catholic Education Office. There are considerable discounts for families with more than one child at the College. Fees are billed annually at the beginning of Term 1. All fees are due strictly by the due date.

Special support or concessions are available for families experiencing financial hardship. Should parents find themselves in such a situation, they are encouraged to contact the Business Finance Manager and submit an application for assistance. Concessions are available at the discretion of the Principal only.

### **2.2 RESOURCE FEE (NO DISCOUNT APPLIES)**

This is an annual fee per student and includes the payment of planned College activities, such as excursions, swimming and other activities that are part of the school curriculum. These fees are set each year. Parents will need to meet separately the costs of camps, Confirmation program and for optional activities that are not a necessary part of the curriculum.

### **2.3 COMPULSORY LEVIES**

The College charges a Building Levy per family which assists with the maintenance of buildings and facilities.

This is billed annually at the beginning of Term 1.

## **3.0 CURRICULUM**

*“The curriculum of a Catholic School is the total life of the school and comprises all the experiences and opportunities for learning designed by the teacher for the full Christian development of the students.” - Marcellin Flynn FMS*

The College caters for students from Transition to Year 4 at Bath Street Campus and Years 5 to 8 at Traeger Campus, with Years 9 to 12 being at the Sadadeen Campus.

## **TRANSITION TO YEAR 4 - BATH STREET CAMPUS**

The Bath Street Campus of Our Lady of the Sacred Heart Catholic College caters for Transition to Year 4. The curriculum taught is the Australian Curriculum.

As a Catholic primary school, the Catholic ethos permeates all our primary teaching. Religious Education is compulsory and is taught along with all the key learning areas prescribed by the Australian Curriculum.

The key learning areas consist of:

English - Language, Literature and Literacy

Mathematics - Number and Algebra, Measurement and Geometry and Statistics and Probability

Science – Biological Sciences, Chemical Sciences, Earth and Space Sciences, Physical Sciences, Science as a Human Endeavour, Enquiry Skills

HASS – Geography, History, Civics (Years 3 and 4 only)

Health and Physical Education

Languages - Japanese

Technology and Design

The Arts - inclusive of performing arts, arts skills, music, media, visual arts.

Australian Curriculum also covers 'General Capabilities' which promote the teaching and learning of processes that learners should develop for active participation in today's society.

Students at Bath Street receive two written reports each year in Terms 2 and 4. Parent Teacher interviews are conducted at the end of Terms 1 and 3 and on request by either parent/guardian or teacher.

Each student will receive tuition in all key learning areas. At Bath Street, we do believe that wherever possible inclusion is more beneficial than removing students from their class environment; so, students with special learning needs will be catered for in the classroom through one to one tutoring, small group work, EAL/D support and special programs. Where necessary though students will work with the Inclusion support staff outside the classroom.

Bath Street has a number of Aboriginal students, and Aboriginal and Torres Strait Islander histories and cultures are taught across all curriculum areas. Other cross-curriculum priorities taught are Asia and Australia's Engagement with Asia and Sustainability.

The children at Bath Street participate in a range of community activities and celebrations including ANZAC Day and Remembrance Day. During the year, the campus participates in national events such as Children's Book Week and Science Week.

Previously a "Kidsmatter" school, all campuses are now part of the new national initiative called 'Be You'. This program supports children and young people's mental health. As a staff, we make a commitment to working through the various components of the 'Be You' program. Our vision is to have a learning community that is positive, inclusive and resilient. Pastoral Care Coordinators oversee this initiative.

Our Campus Leadership Team consists of Head of Campus, Religious Education Coordinator, Curriculum Coordinator and Pastoral Care Coordinator who meet regularly to support the well-being of the students on this campus.

## **YEAR 5 - YEAR 8 - TRAEGER CAMPUS**

The curriculum taught at Our Lady of the Sacred Heart Catholic College Traeger Campus (Years 5 to 8) is based on the Australian Curriculum, which is the approved curriculum of the Northern Territory Board of Studies. Traeger Campus operates as a Middle School. In Year 7 and 8 students' Homeroom teacher and one other key teacher are responsible for delivering much of the core English, Humanities and Social Sciences (HASS), Religious Education (compulsory), Mathematics and Science. Year 5 and 6 have a single teacher for most of the core subjects.

We offer a comprehensive learning program, which covers Years 5 – 8. All students complete one semester of the following subjects: Visual Art, Digital Technologies, Music/Performing Arts. Health and Physical Education and Japanese are yearlong subjects. Japanese (LOTE) is compulsory in Years 5 – 8. These subjects are delivered by teachers specialising in these areas.

As a Catholic middle school, the Catholic ethos permeates all our teaching. Religious Education is compulsory and is taught along with all the key learning areas prescribed through the Department of Education.

Students at Traeger Campus receive two written reports each year in Terms 2 and 4. Students in Years 7 and 8 also receive 6 Snapshots throughout the year. From this data, support frameworks can be implemented for students and powerful conversations can occur around the data to ensure students are continually evaluating their progress and taking ownership. Parent Teacher interviews are conducted at the end of Terms 1 and 3 and upon request either by parent/guardian or teacher.

Curricula highlights throughout the year include: Year 5 Alice on the Line Camp; Year 6 Confirmation; Year 7 Camp; College Concert; Science Week; Literacy and Numeracy Week; ICAS Maths, English and Science competitions, NAIDOC Week: Harmony Day; Swimming Carnival; Athletics Carnival and the Cross Country Challenge. The Commencement Mass, Founder's Day Mass, Feast of the Assumption Mass, Year 12 Graduation Mass and our Ash Wednesday service are inspirational celebrations, coupled with our liturgies which build our campus and College consecutiveness.

Our Campus Leadership Team consists of Head of Campus, Religious Education Coordinator, Curriculum Coordinator, Leaders of Learning, and Specialist Coordinator who meet regularly to support learning and student well-being of the students on this campus.

## **YEAR 9 AND YEAR 10 - SADADEEN CAMPUS**

Curriculum at Our Lady of the Sacred Heart Catholic College Senior Campus caters for students completing their final four years of secondary schooling.

At Year 9 and 10 level, the curriculum is primarily based on the Australian Curriculum, Assessment and Reporting Authority (ACARA). The use of the Australian Curriculum is approved by the Northern Territory Board of Studies. The Sadadeen Campus also offers significant extension opportunities in Vocational Educational Training (VETS) and Senior Secondary Studies through the SACE Board of South Australia.

Each student in Years 9 and 10 will be taught and respond to various aspects of the ACARA general capabilities in the following key learning areas: English, Mathematics, Science, Studies of Society and the Environment (SOSE), Health and Physical Education and Religious Education (compulsory for Years 9 to 12). Year 10 students will undertake the Personal Learning Plan (PLP) – 10 credit NTCET unit.

The PLP is designed to support students in setting, implementing and reviewing their future goals for learning and personal development. The plan must be completed to a satisfactory level by the end of Year 11.

In addition to the set curricula mentioned above, OLSH Catholic College also offers a comprehensive electives program in which students can choose alternative subjects from the Arts, Music, Media, Drama, Food Technology, Manual Arts, Xstriem areas.

Languages other than English (LOTE) are offered as optional subjects within the timetable of a regular day (i.e. they are not additional courses of study). The College currently offers Japanese in this way

Year 9 Skillsets is an opportunity for students to sample 4 different VET courses, a different one each term, over the period of a year. There are two streams, Automotive, Cabinet Maker, Metal Fabrication (Plumbing) and Electronics or Tourism, Hospitality and Business stream. In Year 10 students choose from the following VETiS programs:

- |                               |                           |
|-------------------------------|---------------------------|
| I Automotive                  | II Construction Part 1    |
| I Meat Retailing Part 1       | II Engineering Part 1     |
| I Hospitality (Cooking)       | II Media                  |
| II Hospitality (Food & Drink) | II Music                  |
| I Retail                      | II Sport & Recreation     |
| II Retail                     | II Nail Technology Part 1 |
| II Hairdressing               | II Business               |
| II Information & Technology   | II Kitchen Operations     |

NOTE: These are subject to change each year.

Students at Sadadeen receive two written reports each year in Terms 2 and 4. Parent Teacher interviews are conducted at the end of Terms 1 & 3 and upon request either by parent/guardian or teacher.

### **YEAR 11 AND YEAR 12 - SADADEEN CAMPUS**

At Year 11 and 12 level students primarily work towards the completion of their Northern Territory Certificate of Education and Training (NTCET) under the auspices of the SACE Board of South Australia. Many students also undertake Vocational Educational Training (VETiS) and some are in the process of also completing School-Based Apprenticeships.

The NTCET is a completion certificate which covers two or more years of study (normally Years 11 & 12). The Certificate involves two levels of study, referred to as Stage 1 (equivalent to Year 11) and Stage 2 (equivalent to Year 12). Students can also gain credit towards their NTCET for successfully completed VETiS courses.

To qualify for the NTCET, students must achieve in 200 credit units over a period of at least 2 years. Students must achieve satisfactory results in PLP (Yr 10), Literacy (20 credits) and numeracy (10 credits) and a 'C' grade or better in 160 credit units.

As a Catholic school, the Catholic ethos permeates all our teaching. Religious Education is compulsory and is taught along with all the key learning areas prescribed through the Department of Education.

Subjects available at OLSH Catholic College include the following:

**Arts/ Humanities/Social Education:**

Religion in Society	History
Visual Art (up to 2 varieties)	Media Studies
Business Studies	Food and Hospitality
Dance	Japanese
Drama	English (3 varieties)
Physical Education	Music (up to 5 varieties)

**Mathematics/Science/Technology:**

Health/ Physical Education	Psychology
Mathematics (4 varieties)	Metalwork
Biology	Woodwork
Chemistry	Physics

**VETiS:**

- II Construction (Pathways) Part 2
- III Retail Operations
- I Meat Retailing Part 2
- III Hospitality (Food & Drink)
- II Nail Technology Part 2
- III Media
- III Information Technology
- III Music

NOTE: These are subject to change each year. Students who have not completed part I or II may be required to do so before enrolling in these programs.

Stage 1 Students at Sadadeen receive two written reports each year in Terms 2 and 4. Parent Teacher interviews are conducted at the end of Terms 1 & 3 and upon request either by parent/guardian or teacher.

Stage 2 students receive one written report from the College in Term 2. Upon completion of their SACE requirements, students will receive their final marks / NTCET from SACE. Parent/Guardian / Teacher / Student interviews are held at the end of Term One and Term Three and on request by a parent or teacher.

All students participate in Snapshot at the Sadadeen Campus. This program tracks students' progress every five weeks from Term One to the end of Term Three. Students are encouraged to reflect on and analyse their results, and to continually aim for improved outcomes by building strategies to do so. They are urged to seek the assistance and guidance from their homeroom and/or subject teacher.

Curriculum Highlights throughout the year include: Debates, Australian Maths Competition, the Alice Springs Science and Engineering Challenge, Science Week, Numeracy Week and Maths Camp. The dedicated staff at the Sadadeen campus often give extra time after school, on weekends and in holiday workshops to ensure student success. Our Learning Hub is open every afternoon on Monday to Thursday from 3:00 to 4:30, and Friday 3:00 to 4:00

Christianity in our lives is an integral part of student development at the Sadadeen Campus. As well as educational programs from Year 9 to 12, there are many faith development activities and a vibrant retreat program enjoyed by students and staff. The Year 12 students participate in a compulsory three-day retreat at Ross River, the Leadership Colloquium for our Year 11 students and the Year 10 Reflection Days. The Commencement Mass, Founder's Day Mass, Feast of the Assumption Mass, Year 12 Graduation Mass and our Ash Wednesday service are inspirational celebrations, coupled with our liturgies which build our campus and College consecutiveness.

The Sadadeen Campus has a number of Aboriginal students and Indigenous Perspectives are included in many curriculum areas. We participate in National Sorry Day activities and work towards developing cultural awareness for staff and students.

The students at Sadadeen participate in a range of community and College activities and celebrations including; ANZAC Day, the College Concert, Performing Arts Showcase, Swim Carnival, Road Safety Workshops, Arts Open House, Close the Gap, Harmony Day, Founder's Day, The Bangtail Muster, the Eisteddfod, Athletics Day, Year 10 Love Bites, Year 10 Picnic Day and the Year 12 Valedictory Dinner.

Interstate and International travel opportunities are available for students. Interstate events include Marist Basketball, Netball and Cricket, REMAR/Game Changers (Christian leadership programs for students in Years 10 to 12 with assorted interstate trips and charitable work), East Timor or Cambodia Immersion experiences, to interstate trips such as the Food Technology excursion to Melbourne.

### **3.01 HOMEWORK/HOME STUDY**

Home Study is an expected part of College life. Details regarding the College policy can be found in the Code of Conduct in the Student Diary. Procedures for assessment, homework and resource requirement information can also be advised at each campus.

## **3.1 ABORIGINAL & ISLANDER EDUCATION**

Aboriginal & Islander education is an important part of the total school curriculum. As far as possible aboriginal students are encouraged to actively take part in the mainstream life of the College. Aboriginal & Islander students participate in all curriculum areas.

Many of our students require additional and intensive teaching in basic subjects as English as a second language. The Aboriginal & Islander support program provides an effective way for students to achieve equality in mainstream education and also maintain and appreciate their Aboriginality, customs, art and the structure of Aboriginal organisations. Aboriginal and Islander Education Workers (AEIW) at all campuses provide support for students in mainstream classes. Parents are encouraged to join the Parent and School Partnership Committee (PSPI) and become actively involved in their child's education.

### **3.2 INCLUSION SUPPORT EDUCATION**

A number of Inclusion Support Assistance staff (ISA's) work with classroom teachers to provide in-class support for students who are experiencing learning difficulties in some areas of the curriculum. Withdrawal of students sometimes happens but normally this program is implemented in the context of the classroom.

### **3.3 RELIGIOUS EDUCATION**

Whilst not all students are of the Catholic faith, every student is required to participate in the formal Religious Education program. These involve knowledge, skills, scripture, doctrine, liturgy, attitudes and values related to Religion and faith.

Religious Education and Faith development are not restricted to classroom lessons. They permeate the total life of the College. All subject materials and learning experiences are presented keeping in mind the message of Jesus and reflecting the values given to us in the Gospel.

Occasionally during the year, each senior student has the opportunity of some time out where the total emphasis is on religious or spiritual development. These are mostly in the form of Seminars, Reflection days, or Retreats. These events are compulsory.

Students have regular opportunities to receive the Sacraments and attend class Masses. All students are encouraged to participate in class and group liturgies. The students are also actively involved in Sunday Mass within the Parish. Some students who come to us have not yet received some Sacraments. Preparation for these can be organised through the College. These preparation courses are advertised through our College newsletter.

Prayer is an important part of College life. Students pray together daily in homeroom groups. Students are encouraged to give to the Missions and other charities as a way of developing a sense of helping those in need.

It is important to keep in mind that in the Religious Education and faith development of our children it is vital that home and College works together.

Parents are always welcome at class and College Masses, Reconciliation, and Para liturgies.

College Masses are celebrated on special occasions. Parents are most welcome to join the children for all liturgical celebrations whenever possible.

It is a privilege for staff to work with parents in preparing students for the reception of Sacraments of Reconciliation, Eucharist and Confirmation. Parents are asked to take part in the preparation for the Sacraments by participating fully in parent programs to prepare:

1. The students of Year Two for the Sacrament of Reconciliation.
2. The students of Year Three for the Sacrament of Eucharist.
3. The students of Year Six for the Sacrament of Confirmation.

Parents, staff and the parish priest, discern the readiness for receiving a Sacrament, with the student.

### **3.4 USSR**

USSR: The College includes in its daily timetable a period of “Uninterrupted, Sustained Silent, Reading” (USSR). It is a 20-minute period of quiet reading for Bath Street and Traeger Campus, staff and students alike. It is designed to encourage recreational reading and a love for reading among our students. It is not a time to catch up on homework or to read school textbooks nor look at picture magazines. Students are required to provide their own book to read at this time, such as a fiction, biographical, historical or adventure book. The Reading Program has been successful in many schools around Australia in improving children’s reading ability and love for literature.

## **4.0 STUDENT MANAGEMENT**

### **4.1 SCHOOL HOURS**

To assist with the effective and efficient running of the College, parents and students are asked to observe the following regulations:

All students at Sadadeen and Traeger are expected to be at school by 8.20a.m. when the first bell rings. Students who arrive late for school must report to the front office before going to class, sign the “late book” and collect their late pass. Bath Street students must be accompanied by an adult to sign the late book. Staff are on supervision duty from 7.55 a.m. until the last bus leaves in the afternoon. Parents should note that outside of these times there is no provision for the supervision of students in the school yard. Students at Traeger Campus still in the grounds, waiting for parents/carers, after 3.20 p.m. are required to wait in the front foyer. If students are required to be at school outside of these hours a note will be sent home informing parents as to who the supervising teacher will be.

At Bath Street, all students are expected to be at school at 8.10am, when the first bell rings. A teacher is on duty from 8.00am, and the remaining teachers are in their classrooms for the students to go and unpack their belongings. After school, a teacher is on duty near the Bath Street gate until 3.20pm. Students who have not been collected by then will wait in the Office area for their parents.

### **LEAVING SCHOOL DURING THE DAY OR EARLY**

(i) Students at Sadadeen and Traeger:

Students are to have a note signed and dated by their parent or guardian. This note is to be brought to the front office during morning homeroom. The note should state the time the student needs to leave the school, the approximate time of return (if applicable) and the reason for the request. A permission slip is then issued by the Head of Campus, or designated staff member. Students are required to sign out at the front office as they leave the school, and sign in again on their return. Year 12 students may leave the campus during an unscheduled period provided prior permissions have been given by the parents.

(ii) Students at Bath Street:

No student is permitted to leave the Campus without an accompanying adult - either a parent, or a person approved by the parents. The students must be signed in and out by that accompanying adult.

Any person collecting students from any of the campuses, during the school day, is required to report to the campus office.

## **4.2 ABSENTEEISM**

If a student is to be absent from school, parents are asked to notify their campus directly via email or to [admin.olshalice@nt.catholic.edu.au](mailto:admin.olshalice@nt.catholic.edu.au). A written explanation of the absence must be handed to the Homeroom teacher by the student on his/her return, if this is not done beforehand.

If a student is going to be away from school on a sporting trip or holiday, then the school must be notified in advance via the 'Student Absence Notification' form. If it is a College, or Government sponsored sporting trip, then the appropriate forms must be filled in and signed. If students are going on extended holidays this should be discussed with the Head of Campus prior to the event. The College will phone parents for any unexplained absences.

## **4.3 VISITORS TO THE COLLEGE**

All visitors are required to report to the Campus Reception on arrival at the Campus, sign in and receive a visitor's name tag. If there is a need for someone to visit the school, they are requested to report to the front office. This is in the interest of student safety.

## **4.4 SCHOOL BUSES**

Free school bus travel will be provided to primary, middle and high school students (studying part-time or full-time) on all scheduled services on the Territory's school and public bus network.

School Buses are provided by the Northern Territory Education Department, through the Department of Infrastructure, Planning and Logistics. Students travelling by school bus are required to display good behaviour at all times. Students failing to meet this expectation will be reported by the bus driver to the Department of Infrastructure, Planning and Logistics Inspectors for disciplinary action.

To help ensure that bus travel is safe and enjoyable for all school students, the department of Infrastructure, Planning and Logistics together with the Department of Education, bus operators, schools and police, have developed the Code of Conduct for students, schools, school bus drivers, bus operators and parents/carers.

For a copy of the 'Code of Conduct for School Bus Travel' and the 'Alice Springs School Bus Timetable' please go to the NT Government website: <https://nt.gov.au/driving/public-transport-cycling/school-bus-Alice-Springs> .

Students are supervised by teachers at the bus lines after school, and the junior students are escorted onto the buses.

## **4.5 PARKING AND CROSSING SAFETY**

Parents who use private vehicles for transporting students to and from school are reminded to be aware of the bus zones and that illegal parking in these zones could result in serious injury to a child.

Bath Street KISS 'N' GO ZONE - The Kiss 'N' Go Zone operates from 7.55am to 8.30am and 2.45pm to 3.30pm at Bath Street each day. There is a pamphlet available at the Bath Street Office detailing the use of this zone. Parents are asked to read this pamphlet carefully and carry out the instructions, to ensure the safety of all students before and after school.

The School Crossing on Bath Street is supervised each morning and afternoon by a crossing monitor. Flags are in use at the Wills Terrace crossing before and after school each day. Traeger Avenue Crossing has 'Children Crossing' flags erected each morning and afternoon. Constant vigilance in these areas is essential. Parental support in the use of the crossings is vital.

Please abide by all Road Safety Regulations around the College property and use the crossings appropriately. Parents are asked to co-operate, to ensure the students' safety.

#### **4.6 BICYCLES**

Many students ride bikes to and from school. The following rules apply for bike riders:

1. Bikes are not to be ridden in the Campus grounds.
2. Bikes are not to be taken without the owner's permission.
3. Bikes are to be parked only in the bike racks provided, and should be locked.
4. Students are discouraged from lending their bikes to other students.
5. The school accepts no responsibility for the loss or theft of bicycles.
6. Bicycle riders must observe the road traffic code and Laws, including the wearing of a helmet.
7. E-Bikes are not legal in the NT

#### **4.7 STUDENT CARS**

Student safety is our primary concern; all students are to always drive in a responsible manner.

Students who drive cars to school are therefore:

- asked to acquire a parking permit from the College.
- to park in the designated parking area.
- not to lend their vehicle to another student.
- not to give a ride to other students during the day unless parents of all students involved have given permission.

#### **4.8 HEALTH**

##### **Sickness**

When enrolling children, parents are asked to give permission to the Head of Campus to seek medical attention in the case of emergency, if the parents cannot be contacted. The College policy is that any child who is too ill to remain in the classroom should be at home. All sick children are sent to the office and the College receptionist then contacts the parents.

##### **Communicable Diseases**

If a child has been in contact with any communicable diseases, that child should be isolated from other children. The extent of the isolation or exclusion is determined by the recommendations of the Health Department. A complete guide is available at each campus office.

##### **Immunisation**

Territory Health Services requests that you provide the College with a record of your child's immunisations on enrolment into a school. If your child is not immunised he/she may be sent home when diseases preventable by immunisation are present or suspected at school. For more information about the importance of childhood immunisation contact the Community Health Centre on 8951 6711.

## **Head Lice Policy**

When a case is detected in a class, a note will be sent home to all parents in the class to ask them to check the head for eggs and lice and to treat as necessary. When a case of lice or nits is detected on a student, the parents will be rung and asked to treat the child's head. Due to the fact that Territory Health Services has now declared nit infestation to be a health risk where recurrent or prolonged attacks occur, the Head of Campus has the authority to exclude children with infestations from school until such time as appropriate treatment has been carried out prior to the readmission of the child to school. When a large or ongoing outbreak occurs, the school will enlist the help of Health Department Personnel in checking children's heads. Parents will be notified that the inspection is to take place. It is the responsibility of parents to detect and treat head lice infestations and notify the school. Parents who need help in identifying head lice infestations should seek advice from the family doctor or from Community Health Centre. Information is also available to parents at each Campus office.

## **Dental**

'Community Dental Services in Alice Springs offers free dental services to all children from birth to 18 years. The highest quality of care is provided for children who are enrolled in the service. (Enrolment forms are available from the front office at each Campus or from the School Dental Clinic.) Once enrolled, primary school children are recalled for checkups and treatment as required according to their 'Personalised Dental Care Plan'. General and emergency care appointments are available by calling your Dental Therapist on 08 8951 6713. Students from Years 7 - 12 are seen by Dentists at the Flynn Drive Community Health Centre. Appointments can be made by ringing 8951 6713.

## **4.9 FAMILY RECORDS**

As we need to maintain up to date records, we ask that you notify the College in writing of any change of address, telephone numbers, child's health etc. Information on file is regarded by the College as confidential. It is for the benefit of your child that you notify the College concerning any change. The 'Change of Details' form can be completed via the School Stream app or pick up a form from your Campus reception for submission to campus reception or email to [admin.olshalice@nt.catholic.edu.au](mailto:admin.olshalice@nt.catholic.edu.au). Where there has been a custody case, the College requires a copy of custody orders to ensure its legal parameters.

## **4.10 LUNCHES**

Students need to bring their lunch to school, or order it from the canteen. Students are not able to leave the school grounds at lunch or recess times. A student without lunch may arrange a "special lunch" through the canteen. A note is sent home to inform parents. All debts must be paid the following day. Students may not build up a 'credit' at the canteen and are discouraged from borrowing money from other students.

## **4.11 CANTEEN**

Lunches can be purchased from the campus canteens, which operate each school day. The Canteen Manager publishes a list of goods and prices at the beginning of the year. This is reviewed from time to time, due to price changes. Canteen orders can be placed by using the **Spriggy App online**. If necessary, ordering via a paper bag can be done by including:

- (a) Student name and room number
- (b) Items required
- (c) Enclose necessary money

- During recess and lunch students line up for counter sales.
- Some campus canteens operate using online ordering, check with your campus

#### **4.12 TELEPHONES AND MOBILE PHONES**

The College has in place appropriate methods, through Campus Offices, for parents to contact students. To ensure minimal disruption to students' learning the College requests that during the school day parents contact students by first contacting the College. Details regarding the College Mobile Phone Policy can be found in the Traeger & Sadadeen student diary or by phoning your Campus Reception to obtain a copy.

#### **4.13 STUDENT RESOURCES**

Stationery requirements for all students in Years T-8 is reviewed and set down each year.

It is necessary for secondary students to supply their own calculator. Yrs 9-10 Maths requires a Scientific Calculator (Casio fx82AUPLUS); Yr 11 Maths requires a Numeracy Calculator and Yrs 11 & 12 Maths requires a Graphic Calculator (Casio fx9860GAUPLUS). It is recommended that students have access to a dictionary and an atlas for homework.

All students need to have equipment, as prescribed by the teachers. This should be clearly labelled with the name of the student. Similarly, all items of uniform should be marked. Borrowing equipment from others causes unnecessary disruption to classroom management, and student learning.

#### **4.14 STUDENT ORGANISER - ALL CAMPUSES**

All students are issued with a Student Diary. Students are required to maintain it in good condition. It is to be used for recording homework tasks, results, coming events, and as a means of communication between school and home. Students are to take their diary to each lesson. They need to have it signed each weekend by a parent/guardian.

Students will be required to meet the replacement cost of the diary if it is lost, damaged or contains graffiti.

#### **4.15 STUDENT ID CARDS**

All students Years 5 to 12 are provided with a student ID card after school photos are completed. If the card is lost students are required to pay \$5 for a standard replacement. At least two days' notice is required.

#### **4.16 LOCKERS: YEAR 7 - 12**

All students are given a locker at the start of the year. The lockers are the property of the College and as such can be inspected at any time. Students are expected to keep their lockers locked at all times, as well as having their names marked on all property. Homeroom teachers should check lockers regularly for tidiness. Students are expected to keep their lockers and surrounding area tidy. Year Level Coordinators are responsible for the distribution of lockers. Any difficulties with lockers should be taken to them. The Business Manager Operations oversees the maintenance/repairs of student lockers.

## 5.0 EXPECTATION OF STUDENTS

(See 'Code of Conduct' on College website for a full description)

Enrolment at Our Lady of the Sacred Heart Catholic College carries an implicit agreement that parents and students accept and support some basic expectations.

These are:

- Students have respect for themselves and will demonstrate this by striving to do their best in all aspects of their life.
- Students show respect for each other, the staff and all with whom they come in contact.
- Students assist and encourage each other to perform at a high level of achievement at all times.
- Students respect their own property and that of others by ensuring that it is well looked after. Students will take care of property given for their use.
- Students will care for, and make positive contributions to enhance the environment in which they work and play.
- Students are to wear the prescribed uniform and wear it well.
- Students are to change into the prescribed sports uniform for Physical Education classes.
- Students are to remain within the school premises unless they have the consent of the Head of Campus or Assistant Head of Campus to be away.

These expectations are based on:

- Co-operation
- Common sense
- Respect for self, Respect for others
- Respect for property and environment
- Safety
- The desire to create a positive learning environment.

Each campus has specific regulations concerning areas of play, areas out of bounds, and matters concerning safety practices.

The following conduct and behaviours do not support the basic expectations and are in conflict with the ideals on which they are based. The following are therefore unacceptable and will not be tolerated. These may lead to exclusion from class and/or school.

- Truancy
- Language or behaviour that is disrespectful, abusive, rude or insolent.
- Behaviour that interrupts any student from learning.
- Abusive Behaviour such as - bullying, fighting, victimisation.
- Vandalism of school property or the property of others.
- Missing class.
- In possession of or use of drugs.
- Theft.

Students are not permitted to have or use tobacco, e-cigarettes or alcohol at school or at any College activity or function. This includes travelling to and from school.

Possession or use of illegal drugs is a criminal offence. Possession or use at school or during school activities is referred immediately to the Head of Campus to contact Police.

If unacceptable behaviours are displayed, then sanctions and other consequences follow. Physical punishment is not used at this College.

Parents are notified of serious or persistent breaches of acceptable behaviour. It is important that the College and family work together to support students throughout their schooling.

Students and parents have access to the Principal or Head of Campus whenever needed, but appointments are a matter of courtesy. Students are welcome to speak to teachers, the Head of Campus, Principal, or School Counsellor whenever they are upset, or in difficulties, or simply need to talk to someone.

## 6.0 SCHOOL TEAM HOUSES

There are four Houses – Standley (Red), Bennett (Blue), Achoa (Gold) and Gillen (Green). Students participate in house activities, such as swimming and athletics carnivals.

The following criteria were used as guidelines for selecting house names:

- One House to be a name of Educational significance in the Alice Springs region
- One House to be a significant figurehead in the Northern Territory and/or the Catholic Church in Alice Springs.
- One House to be a name of an Aboriginal Aspect in the Central Australian region.
- One House to be a name of a significant geographical feature in the Central Australian region.

1. Standley  
RED      After Ida Standley, who was the first teacher in Alice Springs. It was a house name at Our Lady of the Sacred Heart Primary so this would also be the primary link name.
2. Bennett  
BLUE      After Brother Ed Bennett who was an MSC Brother in this area since the 1930's. He was a significant figure in the Catholic Church and Catholic education for virtually all of that time. Br Ed passed away on the 17th December 2008.
3. Achoa  
GOLD      A word derived from the Arrernte word 'Atyewe' meaning friendship.
4. Gillen  
GREEN      After arguably the most predominant geographical feature in Alice Springs, Mt Gillen. It was a house name at Catholic High School so would become the secondary link name.

## 7.0 COLLEGE UNIFORM

Refer to the College Website for the 'Uniform Information' booklet.

### LOST PROPERTY

No responsibility is taken by the College for lost articles. Parents are most welcome to check for lost items in the large "lost property" area at Bath Street or sick bays at Traeger and Sadadeen Campus. We make every effort to have lost items claimed but unmarked, unclaimed items left at the end of each term may be sent to the Uniform Shop to be sold as second-hand garments.

### AVAILABILITY OF UNIFORMS

Our Lady of the Sacred Heart Catholic College Uniform Shop provides a price list of all items available for sale through the shop which is located adjacent to Traeger Campus reception. Opening times are published and advertised on School Stream and the College website. The College Uniform Shop will be open the week prior to the commencement of school.

## 8.0 TERM DATES - 2026 AND 2027

2026		2027	
Term 1	Thursday 29 January – Thursday 2 April	Term 1	Wed 27 January – Friday 2 April
Term 2	Monday 13 April - Friday 19 June	Term 2	Monday 12 April - Friday 18 June
Term 3	Tuesday 14 July - Friday 18 September	Term 3	Tuesday 13 July - Friday 17 September
Term 4	Monday 5 October - see details below	Term 4	Monday 4 October - See details below
Year 12 concludes: Fri 23 October Years 9-11 concludes: Fri 4 December Year 8 concludes: Tues 8 December Transition to Year 7 concludes: Wed 9 December		Year 12 concludes: Fri 22 October Years 9-11 concludes: Fri 3 December Year 8 concludes: Tues 7 December Transition to Year 7 concludes: Wed 8 December	

## 9.0 OTHER MATTERS

As we need to maintain up to date records, we ask that you notify the College in writing of any change of address, telephone numbers, child's health etc. Information on file is regarded by the College as confidential. It is for the benefit of your child that you notify the College concerning any change. The 'Change of Details' form can be picked up and returned to your Campus reception or emailed to [admin.olshalice@nt.catholic.edu.au](mailto:admin.olshalice@nt.catholic.edu.au). Where there has been a custody case, the College requires a copy of custody orders to ensure its legal parameters.

### 9.1 AFTER SCHOOL CARE

An "After School Care" facility is available at the College. This program is conducted at the Bath Street Campus. Priority is given to OLSH students enrolling in the facility. You can book through the Early Learning Centre directly or at administration.

## **9.2 RESOURCE CENTRES**

The libraries at all campuses are seen as having an educational function central to classroom learning. They are well resourced with extensive reading books as well as modern resources such as non-fiction and reference materials, maps, videos, CD-ROMS and reading schemes. All libraries are linked to the Internet and to other networked facilities. The Sadadeen library is open till 4pm from Monday to Friday, and other hours and weekends can be negotiated.

## **9.3 SENSORY MOTOR PROGRAM**

Sensory Motor program is provided for all Transition students, and other students who need to develop skills in processing information through the senses. Whereas most P.E. programs aim to develop specific sporting skills in the student, the Sensory Motor program primarily aims to develop the student through experiences with movement. The Transition booklet gives further details on this program.

## **9.4 INSTRUMENTAL MUSIC PROGRAM**

Instrumental tuition through private teachers during school times is currently not available. Parents interested in taking up such an option are asked to contact the campus music teacher for information on procreate instrumental tuition.

## **9.5 ASSEMBLIES**

Each College campus holds a student assembly on a regular basis (weekly for Bath Street and fortnightly for Traeger and Sadadeen). Classes at Bath Street Campus usually take it in turn to present an assembly item or lead the gathering. Parents are most welcome to this special time. Merit Awards are presented; sports results and announcements of importance are also made.

As part of a whole College focus, the College community gathers together for a number of major functions per year. This includes the Commencement Mass, early in the first term, Founders' Day, in late May or early June, Assumption Day Masses and the College Concert, during third term, Year 12 Graduation in Term 4 and College Presentation Night at the end of the year. As events and circumstances unfold, other occasions may be organized for special gatherings. These events are seen as part of the College calendar and are regarded as compulsory attendance.

## **9.6 SCHOOL EXCURSIONS/CAMPS**

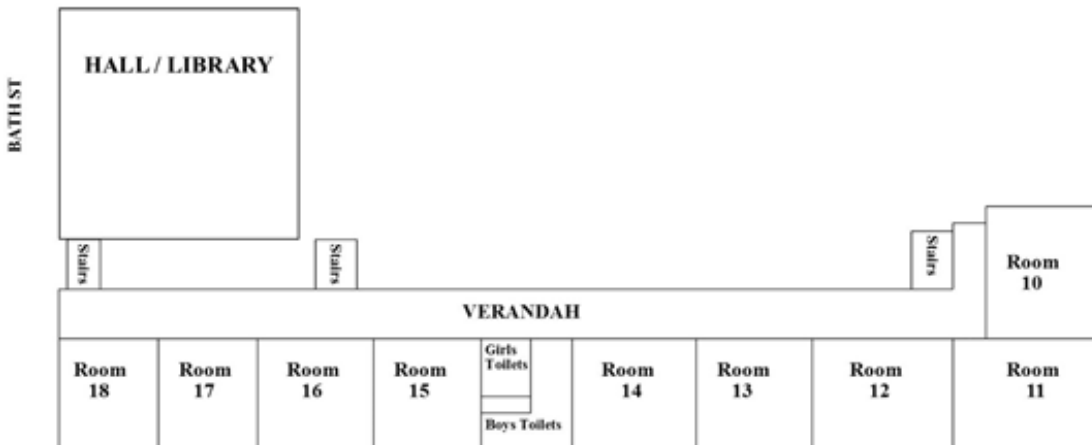
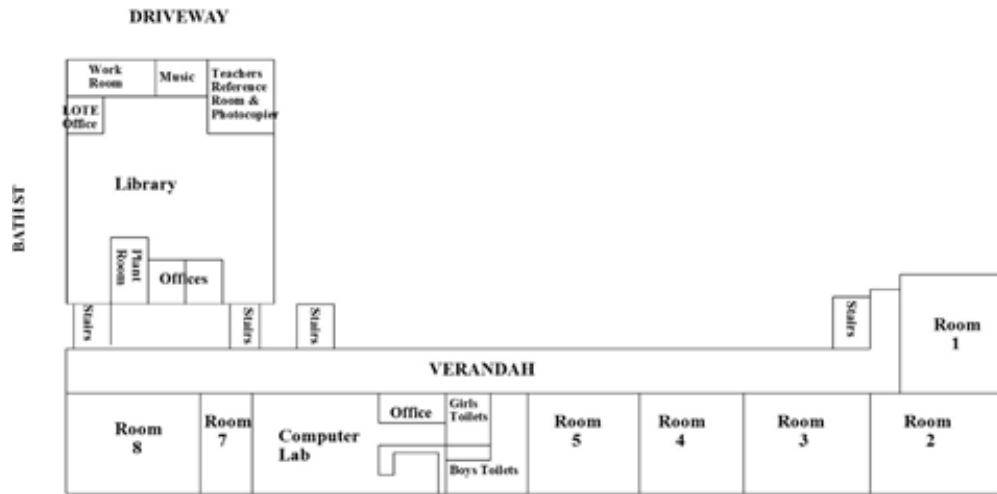
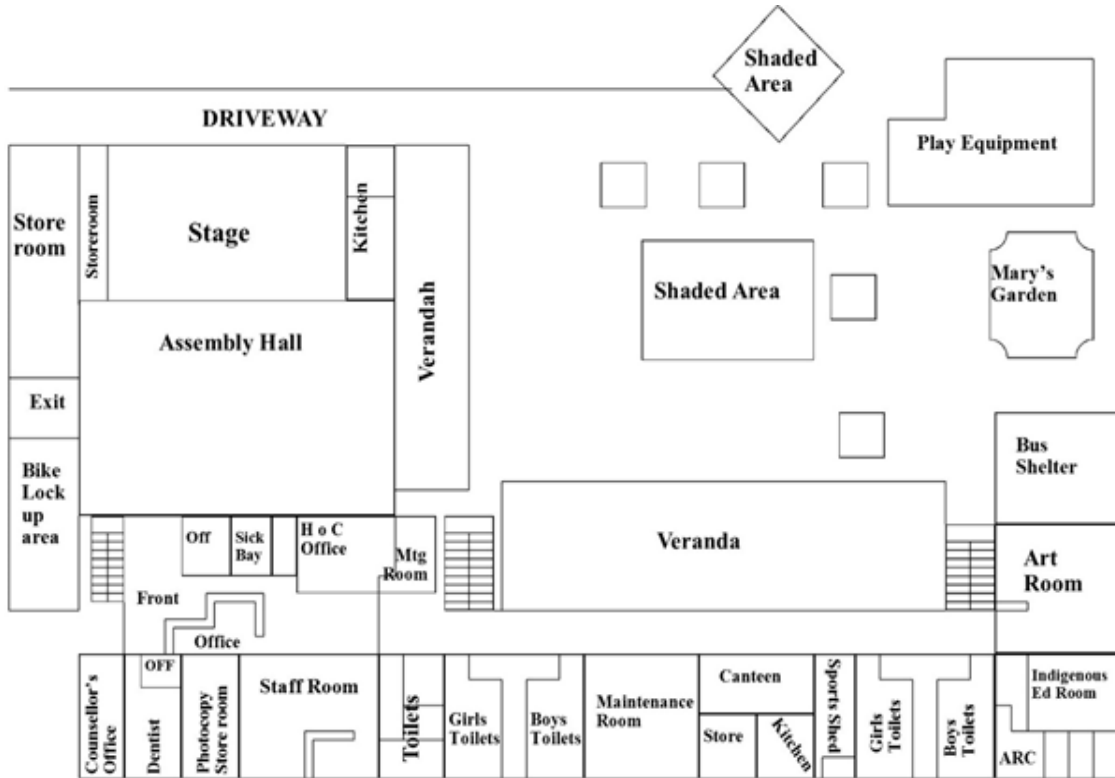
Excursions are arranged at reasonable intervals during the year to enable the students to have firsthand contact with a variety of experiences. Care is taken to ensure that there are viable educational objectives in the excursions and that there are preparatory and follow up lessons. This is in line with College policy.

Parents give permission as part of the enrolment agreement for off campus activities that may be scheduled during school hours as part of the normal educational program. Some students will be required to regularly travel by College transport to and from other campuses and venues in conjunction with curriculum based activities.

Some year levels participate in a school camp, retreat or subject excursion, ranging from approximately two to five days, the cost of which is not included in school fees and resource levies. School fees are required to be up to date to attend. Parents are given adequate notice of these events and the anticipated costs. Written permission will be required along with a medical update on the student. Parents will be informed whether or not the camp/retreat/excursion is compulsory.

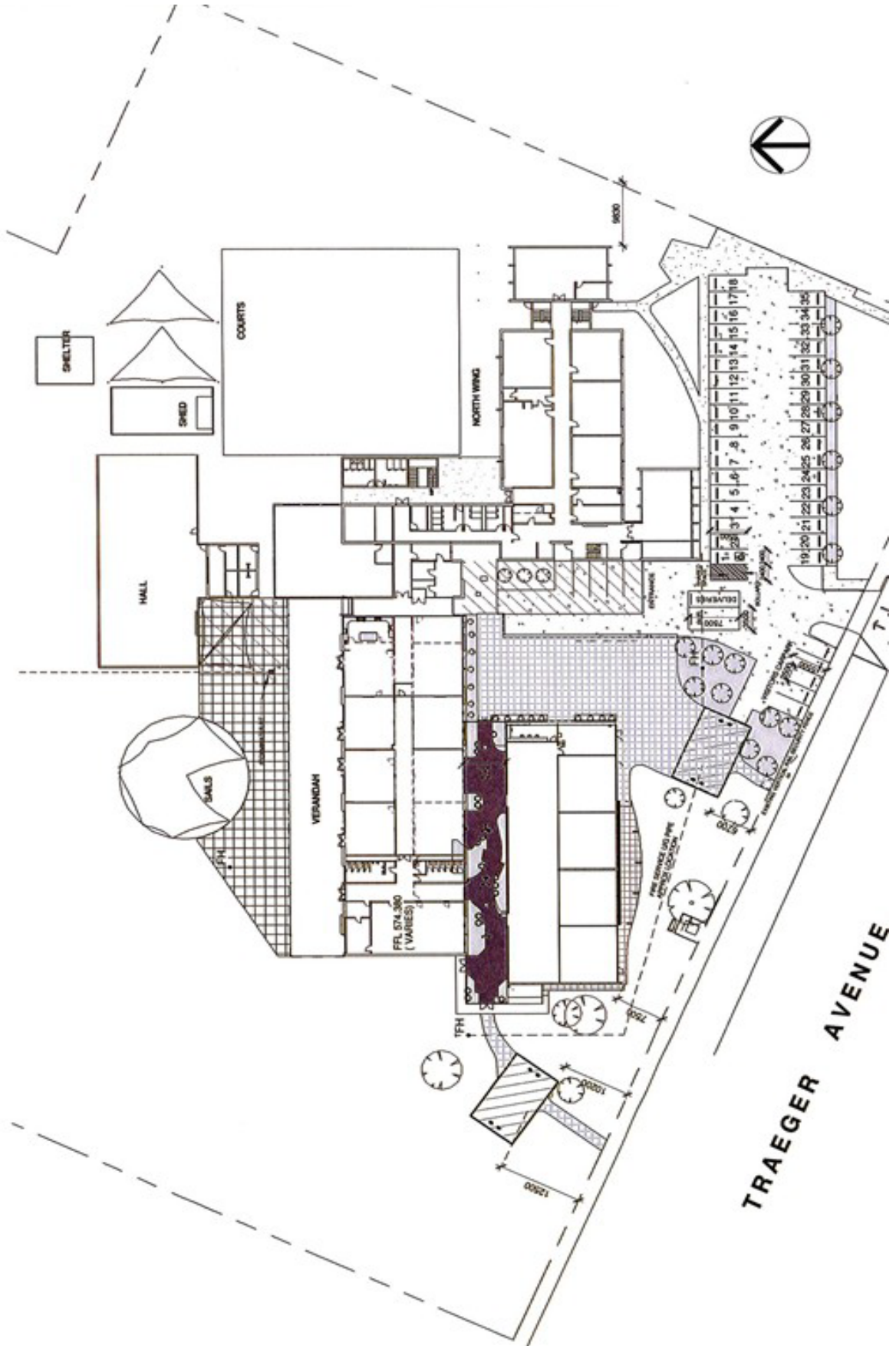
# COLLEGE MAPS

## BATH STREET CAMPUS



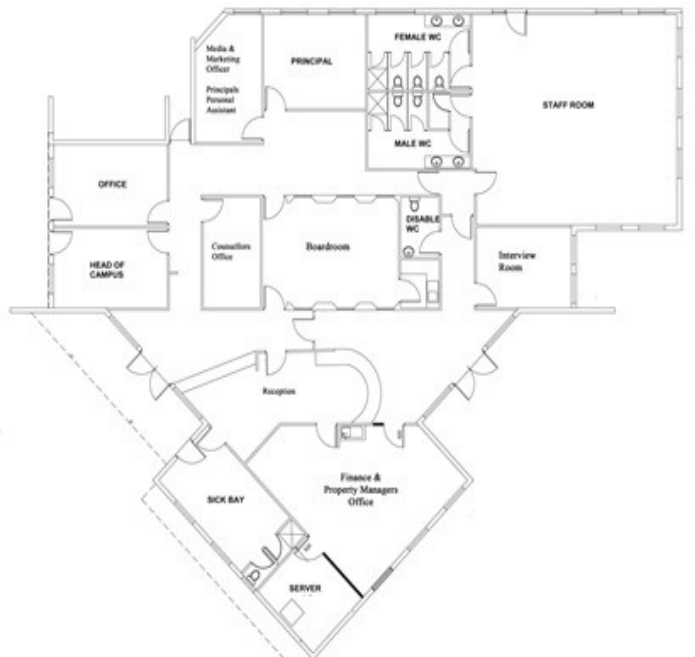
# COLLEGE MAPS

## TRAEGER CAMPUS



# COLLEGE MAPS

## SADADEEN CAMPUS





Caritas  
AUSTRALIA



# PROJECT COMPASSION



**UNITE  
AGAINST  
POVERTY**  
this Lent

projectcompassion.org.au  
#projectcompassion



Caritas  
AUSTRALIA



# PROJECT COMPASSION



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Justice Love Peace

CRICOS Provider 02598D



# Our Lady of the Sacred Heart Catholic College

## ALICE SPRINGS

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or (08) 8950 6400

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